

10 OCT 1986

MEMORANDUM FOR: Director of Information Services

VIA:

DA Information Review Officer

FROM:

Director of Security

SUBJECT:

Privacy Act Record Systems Reporting

REFERENCES:

- A. DDA 85-3425 of 11 October 1985, Same Subject
B. OIS 86-096 of 28 March 1986, Same Subject

1. In accordance with referent memoranda a careful review has been made of the record holdings of this Office to determine those that are responsive to the Privacy Act of 1974. We are pleased to forward at this time the results of that review, a revised entry(s) for the Federal Register, and our implementation procedures.

2. Our current FOIA/PA/Litigation Information Officer is [redacted] If you have questions concerning any of the attachments or concerning our program please contact [redacted]

Attachments:

1. List of records subject to the PA
2. Revised entry(s) for FR
3. Office procedures for processing PA requests

:OS/AO/RMO [redacted] (8 Oct 86)!

!Distribution:!

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! 1 - DA/IRO!
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! ① - OS Registry!
! ⊗ - RMO!
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DA 9 (Formally CIA 23, 51, 54, 56, and 57)

SYSTEM NAME: Office of Security Records

SYSTEM LOCATION:

Central Intelligence Agency
Washington, D.C. 20505

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants, staff and contract employees, former employees, consultants, contractors, military detailees, individuals of security interest, persons of substantive affiliation with or service to the Agency, persons on whom the Agency has conducted an investigation, and Federal, civilian and military personnel with whom the Agency conducts liaison.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information, which may include biographic data, on individuals of security interest; investigative reports which may include personal and technical interviews; reports documenting the final actions of the Office of Security, which may include a determination on the granting or refusing a security clearance or special access; and records of credentials issued to Agency employees and other individuals; security agreements; security violations and reports of termination of Agency affiliation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended-Public Law 80-253; Central Intelligence Agency Act of 1959, as amended-Public Law 81-110; 44 United States Code 3101; Executive Order 10450; Executive Order 11807.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Office of Security and other Agency officials for determining security eligibility for employment or other association with the Agency; used by the Office of Security to certify to the level of security clearance and special access of individuals; and used by Office of Security to answer requests for investigative information from another Federal Agency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Storage: Paper, microfilm, computer media, and photographs.
Retrievability: By name, social security number and security file number.
Safeguards: Files are maintained in accordance with Executive Order 12356 and Information Security Oversight Office Directive Number 1.

RETENTION AND DISPOSAL:

Files are destroyed in accordance with Chapters 21 and 33 of Title 44 United States Code and Information Security Oversight Office Directive Number 1.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Security
Central Intelligence Agency
Washington, D.C. 20505

NOTIFICATION PROCEDURE:

Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

RECORDS ACCESS PROCEDURES:

Requests from individuals should be addressed as indicated in the Notification section above.

CONTESTING RECORD PROCEDURES:

The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

RECORD SOURCE CATEGORIES:

The individual, other CIA records, Federal, State and local agencies, educational institutions, employers, personal and business references provided by the individuals, and acquaintances of the individual.

(Formally CIA 52)

SYSTEM NAME: 4C

SYSTEM LOCATION:

Central Intelligence Agency
Washington, D. C. 20505

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal, Civilian and military personnel and representatives from private industry who possess special access approvals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, date of birth, social security number, date of background investigation, adjudication status, organization, and clearances held.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended--Pub. L. 80-253;
Central Intelligence Agency Act of 1949, as Amended--Pub L. 81-110;
Section 506(a), Federal Records Act of 1950 (44 U.S.C. 3101).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To certify throughout the Intelligence Community that the individuals whose names are contained in this Special Register for purposes of controlling access to special classified materials.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Storage: Paper and computer media
Retrievability: By names and/or social security number
Safeguards: Files are maintained in accordance with Executive Order 12356 and Information Security Oversight Office Directive Number 1.

RETENTION AND DISPOSAL:

Active records are kept as long as an individual possesses special access approvals. Inactive records are stored on computer tapes.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Security
Central Intelligence Agency
Washington, D. C. 20505

NOTIFICATION PROCEDURE:

Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information Privacy Coordinator
Central Intelligence Agency
Washington, D. C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

RECORDS ACCESS PROCEDURES:

Requests from individuals should be addressed as indicated in the Notification section above.

CONTESTING RECORD PROCEDURES:

The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

RECORD SOURCE CATEGORIES:

Agency personnel and other Federal agencies.

1 October 1986

PROCEDURES FOR OFFICE OF SECURITY PROCESSING OF REQUESTS
UNDER FOIA, PA AND E.O. 12356

Information Review Branch
Security Records Division
Office of Security

1. The Information Review Branch, Security Records Division (IRB/SRD) is responsible for Office of Security action on all requests for information under the Freedom of Information Act (FOIA), the Privacy Act (PA), and the Mandatory Classification Review under E.O. 12356. The Branch also handles FOIA, PA and classification review appeals and litigation for the Office of Security.

2. Requests from outside the Central Intelligence Agency are received by Information and Privacy Division, IPD/OIS, given a file number for identification and control and, where appropriate, are directed to the Office of Security through the DA/IRO. Any requests received by the Office of Security from outside the Agency are promptly forwarded to DA/IRO for appropriate controls and processing.

3. Simplified procedures for direct handling of requests from Agency employees for personal records are in effect within the Office of Security. Employees may call IRB on [redacted] and their telephone extension for notification of when they may review their OS records. These requests are handled directly by IRB on a priority basis according to procedures in [redacted]

4. Privacy Act requests received in Information Review Branch of the Office of Security through the IRO/DA are searched in the name of the requester through those specific OS record systems which could reasonably be expected to have information responsive to the request and from which information about an individual is regularly retrieved by the name of the individual or other personal identifiers. There are 74 separate records systems designated as "ITEMS" in the Records Control Schedule for the Office of Security, Records Management Program. Not all records systems are searched in response to the Privacy Act request because they are not reasonably expected to produce the information requested nor are they regularly and normally

searched for security information. Only those systems of records regularly and normally searched for retrieval of security information on individuals are searched in response to a Privacy Act request.

5. The specific OS records systems that are regularly searched in response to Privacy Act requests are enumerated as follows:

ITEM 21: SECURITY RECORDS FILES.

Case files on applicants, staff and contract employees, former employees, consultants, contractors, military detailees, individuals of security interest, persons of substantive affiliation with or service to the Agency, and persons on whom the Agency conducted an investigation.

ITEM 23: OFFICE OF SECURITY MASTER INDEX.

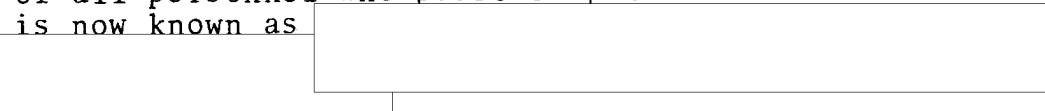
a. Security Automated Name Check Activity (SANCA), this has been succeeded by SIMS (Security Information Management System). Although always searched it is not considered a record but a means of locating the security file.

ITEM 29: SECURITY DUTY OFFICE REPORTING FILES.

Security Duty Office events reports. Duplicate copies of reports prepared by Security Duty Officers concerning individuals who contact the Agency.

ITEM 36: SPECIAL ACCESS FILES (4-C).

An automated machine program consisting of the names of all personnel who possess special accesses. This is now known as



ITEM 42: CENTRAL BADGE SYSTEMS FILES.

An automated machine program relative to Agency employees and individuals who require building access badges.

ITEM 44: POLYGRAPH INTERVIEW FILES.

Case files. Record copies of case files on interviews of individuals by use of the polygraph. Consists of the polygraph agreement, question sheet, charts, examiner's notes, technical data and analysis sheets, polygraph reports, and cassette tapes of interviews.

6. The following systems of records which have been published in the Federal Register, are no longer searched by the Office of Security because they no longer exist.

ITEM 26: SECURITY ANALYSIS RECORDS FILES.

Record copies of files, index cards, and listings on individuals who come to the attention of CIA because of a counterintelligence interest that concerns Agency personnel or Agency security.

LIAISON CONTACT FILE. This was published in the Federal Register as CIA-53. This Record System no longer exists and the notice in the Federal Register has been rescinded. The records are merged with Item 21, Security Records Files, CIA-57.

OCCUPATIONAL ACCIDENT REPORT RECORD. This was published in the Federal Register as CIA-55. It is no longer a Security Office responsibility since the Safety Office has been reorganized under the Office of Medical Services.

SECURITY ACCESS RECORDS. Although this system has been published in the Federal Register as CIA-63, it does not appear in the Records Management Control Schedule and is not routinely used for security checks.

7. Freedom of Information requests received in IRB/SRD/OS are searched in the name of the individual or subject matter through the same specific records systems that are searched for Privacy Act requests. In addition, those other records systems of the 74 enumerated in the Records Control Schedule for the Office of Security which could reasonably be expected to contain information about an individual or subject matter which would be responsive to the request are searched in the name of the individual or subject matter.

8. Mandatory Classification Review requests of documents submitted to IRB are searched through any of the 74 records systems in the Office of Security which reasonably could be expected to contain the record copy of the document or information relative to the classification of the document. Determinations regarding classification are made by or with the concurrence of the original classifying authority or its succeeding component.